



State of Wisconsin Department of Public Instruction

Elizabeth Burmaster, State Superintendent

DATE: June 16, 2009

TO: CESA Administrators

FROM: David Carlson, Director
School Financial Services Team

RE: NEW PI 1500 CESA Contacts Report - NOW OPEN – Due – June 30
2008-2009 PI 1505 SE (Special Education Annual Report) – Due September 4
2008-2009 PI 1523 Annual Report – Due November 16
2008-2009 PI 1570 High Cost Special Education Aid Report – Due December 1
Status and Deadlines Update

Routing of Information in this Mailing

Please route this information to appropriate agency staff. This cover letter can be found on the School Financial Services Team website under “Mailings” or “CESA/CCDEB” on the left hand scan bar of the team’s home web page or directly at <http://www.dpi.wi.gov/sfs/mail0809.html>

NEW PI 1500 CESA Contacts Report - NOW OPEN - Due – June 30

CESA administrators or their designees will be required to complete a new report that accomplishes two purposes. First, a CESA administrator/designee will identify the names and e-mail addresses of agency staff who will receive the newsletter, the team’s bi-weekly listserve bulletin and program area specific information such as special education from the team. Second, this report will also allow the CESA administrator to identify and authorize agency staff to submit CESA data to the department. This report is the finance team’s attempt to get specific topical information to appropriate CESA staff in real time using electronic e-mails and listserves. It is also the team’s attempt to improve the security of CESA data.

This new report is now open for CESA data entry and can be accessed from the finance team’s home web page or directly at <http://www2.dpi.state.wi.us/sfscra/>. Please note that at the bottom of the first page of the report is a link to a short webcast tutorial that the team encourages users to view prior to entering data. The webcast is also available under the “Webcast Presentations” link on the team’s home web page located at <http://www.dpi.wi.gov/sfs/>.

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2008-2009 PI 1505 SE - Special Education Annual Report – Due September 4

The **NEW ONLINE** PI-1505 Special Education Annual Report program for reporting 2008-09 expenditures and selected revenues will open on Wednesday, July 15 and is due Friday, September 4. This report is located on each CESA's "Financial Data Home" page link within the "School Finance Reporting Portal". Reports will be submitted online.

Again this year, your CESA's special education teacher and staff licensure information is available on the team's website. Click on the "School Finance Reporting Portal" link, select your CESA, and click on the "Auditor" link. After clicking on the "FY2008-09 Special Education Licensure/Pupil Services Information: link", input your CESA ID and password. There you may find three listings of licenses for your agency: "School Age Parent Educators," "Educators without Valid Licenses," and your CESA's "Educators with Valid Licenses." This information is important for special education aid eligibility and is used by your agency's auditors.

Wisconsin Act 221, directs the department to determine the percentage of salaries/fringes of licensed nurse, psychologists, social workers, and guidance counselors that are eligible for state special education categorical aid. A series of worksheets have been developed to assist in determining the allowable amount of aidable cost that may be reported in fund 27E or 27P (packaged cost), project code 011 for these positions on the PI 1505 SE. CESA's are **REQUIRED** to complete these worksheets as agency auditors will be expected to review these worksheets and confirm the CESA has reported the appropriate amount of aidable cost in the PI 1505 SE. If the CESA does not provide the required worksheets to agency auditors, any salary and fringe costs reported in project code 011 for these positions will be called into question and excluded from the state special education categorical aid calculation. Completing these worksheets will also provide the information needed for the agency to complete the Wisconsin Act 221 addendum located in the PI 1505 SE Report. The required worksheets are located under the "CESA/CCDEB" link on the finance team's home web page and then under "Special Ed Fiscal Report" or direct at <http://www.dpi.wi.gov/sfs/cesaann.html>.

Questions regarding this report may be directed Lori Ames at 608-266-3464 or by email at lori.ames@dpi.wi.gov.

PI 1523 Annual Report Due November 16, 2009

The PI 1523 Full Financial Annual Report is filed to comply with state statute. The filing of the annual report is the same procedure as last year. Download the Annual Report Excel Spreadsheet from the Internet. To access the Financial Annual Report go to the "CESA/CCDEB" scan bar link of the "School Financial Services" page at: <http://www.dpi.wi.gov/sfs/>.

Data File Submission: For the 2008-2009 PI 1523 Annual Report is required to be submitted electronically as an attachment to an e-mail message. Send the Annual Report to: dpisfsreports@dpi.wi.gov. Indicate on the subject line the name of the CESA and title of the report, "PI 1523 Annual Report."

The PI 1523 Annual Report Signature Page is part of the annual report excel spreadsheet. The signature page is required to be printed with appropriate signatures and kept on file at the CESA. NEW in 2008-09 - Do NOT file with DPI.

Please contact Kathy Guralski at (608) 266-3862 or email at kathryn.guralski@dpi.wi.gov with questions about the Annual Report.

2008-2009 High Cost Special Education Aid Eligibility

The High Cost Special Education Aid program is a categorical aid program that provides additional revenue to CESAs for students with costs in excess of \$30,000. Additional information including aid eligibility is available under the "High Cost SPED" link on the left hand scan bar of the finance team's website or directly at <http://dpi.wi.gov/sfs/highcost.html>. CESAs that submitted a claim for 2007-08 will not receive a summary worksheet of their aid eligibility and should refer to the website listed above for information on their specific payment. CESAs received this payment on June 15 and should code the revenue to Source 625 for the state categorical aid portion, and Source 711 for the federal aid portion.

CESA's wishing to submit a claim for aid should review the information and filing instructions by either selecting the "High Cost" link on the left hand scan bar of the School Financial Services Team website or by going directly to <http://dpi.wi.gov/sfs/highcost.html>.

The 2008-2009 high cost special education aid report (PI 1570) must be submitted to the department by 4:30 p.m. on December 1, 2009. Send the PI-1570 report as an e-mail to dpisfsreports@dpi.wi.gov and mail or fax the signed signature page to the attention of Janette Gosdeck. Indicate on the subject line of the email the name of the CESA and the title of the report, "PI-1570 High Cost Special Education Aid Report."

Contact Barbara Ebben by telephone at (608) 266-5583 or by e-mail at Barbara.ebben@dpi.wi.gov should you have questions about the program and or Janette Gosdeck by telephone at (608) 267-9218 or by email at janette.gosdeck@dpi.wi.gov should you have questions about the grant claim form.

Status and Deadlines Update

On each CESA's reporting home page located at <https://www2.dpi.state.wi.us/safr/> is a schedule of required and optional data collection reports. This schedule of reports is accessed by clicking on the "Status and Deadlines" link. The schedule has been updated to include both the remaining 2008-09 reports and the reports that will be collected during the 2009-10 fiscal year. It is recommended that CESA staff review the report schedule to ensure compliance with the report due dates.

For any additional questions, contact Kathy Guralski by telephone at (608) 266-3862 or by email at kathryn.guralski@dpi.wi.gov

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